

WordPress instructions

Adding a new post/page

- Click on *Posts* or *Pages*, depending on what type of entry you wish to make. *Posts* are generally used for blog entries, whereas *Pages* provide more permanent pages.
- Click on *Add New* (either on the left or at the top)
- Enter a title
- Enter the text (it's best **not** to copy from Word, Excel, Publisher, etc. These can carry over some odd formatting)
- Images:
 - Click on *Add Media*
 - If an image is already online, it can be selected from the *Media Library* tab.
 - If you need to upload an image:
 - Click on the *Upload Files* tab.
 - Click on "Select Files" and browse to the image on your computer.
 - Click on the desired image
 - On the right:
 - Fill in any desired information regarding Caption, Alt Text and/or Description (all optional)
 - Select the desired alignment in comparison to the text (right, left, center or none)
 - Select the type of link. The default is the same image or "Media File". If you don't want any link on the image, be sure to select "None".
 - If desired, select a different size.
 - Click on *Insert into post* in the bottom right corner.
 - If, once you see the image in relation to the text, you need to edit the image further, click on the image then on the pencil icon that appears in the dialog box. Further editing options will appear in a popup box.
- If editing/creating a post, select the category(ies) under which you want your post published.
- Click *Publish* to publish immediately or *Save Draft* to create the post and publish later.

Mass entry of new media (usually just images)

- Click on *Media* and *Add New*.
- Using your computer's filing system, browse to the resized images (72 dpi with the desired dimensions for online use)
- Select all images you wish to upload and drag them from the folder on your computer to *Drop files here*.
- You can also use the "Select Files" button and select all images to upload.

Editing the menu

- Click on *Appearance* then *Menus*
- Select the menu you wish to edit (most sites will only have one menu)
- Click on the type of link you would like to create (e.g. Pages, Custom Links or Categories)

- Select the item that will appear in the menu (you might need to select the tab, *View All*).
- Click *Add to Menu*.
- Drag the new menu item up or down to rearrange the menu structure. *If you drag the menu item to an indented location, it will be a submenu item to the one above. For top menu items, be sure that you drag the menu item all the way to the left.*
- Click *Save Menu*.